



USAG Italy Passport Office
LOST/STOLEN/MUTILATED PASSPORT
(Adults or Minors under the Age of 16)



Email:	usarmy.usag-italy.imcom-europe.mbx.passport-office@army.mil
Telephone Numbers: (DSN/Commercial)	314-646-4785; +39-0444-71-4785 314-646-4786; +39-0444-71-4786 314-646-4787; +39-0444-71-4787
Office Hours:	Monday: 0900-1130; 1300-1530 Tuesday: 0900-1130; 1300-1530 Wednesday: 0900-1130; 1300-1530 Thursday: 1300-1530 (closed Thursday mornings) Friday: 0900-1130; 1300-1530 Closed on weekends and all Federal Holidays
Appointment Scheduler:	https://app.acuityscheduling.com/schedule.php?owner=19716708&appointmentType=category:PASSPORT%20OFFICE
Forms Online:	https://pptform.state.gov

MUST FILL OUT FORM DS-64 STATING THE LOST/STOLEN OR MUTILATED PASSPORT

Tourist Passport Fees (effective as of 27 December 2021):

- Adults (16 years and older) = \$165
- Minors (15 years and under) = \$135

Money Orders ONLY. Payable to: U.S. DEPARTMENT OF STATE

OFFICIAL/NO-FEE

- Orders stating bone fide need (if Military)
- Orders and Amendments (if Civilian)
- Military orders stating names for dependents

MINORS: Both parents and minors must be present in-person if applying for a minor passport. If one parent is unavailable, applying parent must submit a signed/notarized DS 3053 (Statement of Consent) and a Special Power of Attorney along with a copy of front and back of ID card from the absent parent.

- **DS-11 MUST BE TYPE AND FILL OUT ON LINE**
- **FORM DS-64 YOU BE ABLE TO HANDWRITTEN ONLY**
- Bring name change documentation for all previous legal names used (if applicable)

PROOF OF CITIZENSHIP (must bring original documents and copies)

- Original birth certificate (long form) – that includes parents information
- Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad
- If for some reason don't have your original birth certificate you can order it online at www.vitalchek.com

- For minors parents must bring minors birth certificate, parents tourist passport or birth certificate, ID card, marriage certificate and divorce decree (if applicable)
 - A 2" X 2" passport photo is required per each application must be taken within six months. Photos older than six months will not be accepted.
 - Photos with glasses are not accepted, photos with military attire including tan T-shirts are not accepted
- ☐ Photos can be obtain at the Photo Lab in Building 93. For more information on photos please visit: <https://vios-europe.army.mil> or call at: DSN: 646-4697; COMM: 0444-71-4697

INSTRUCTIONS – HOW TO FILL OUT YOUR PASSPORT APPLICATION FORM

Complete the application form online at <https://pptform.state.gov>

****** ALL APPLICATIONS MUST BE SIGNED IN FRONT OF AN AGENT ******

1. Check the box “I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers” and click “Submit”.
2. Under “Fill Out On-line and print” click on “Submit”.
3. About the Applicant:
 - If you have a middle name, it must be entered.
 - If a newborn child does not have a social security number, enter all zeros (000-00-0000) ➤ Occupation: Children should enter “student” or “child”. ➤ All fields with a red asterisk (*) must be filled in.
4. Contact Information: Where should the passport be mailed?
 - Street Address: **USAG ITALY PASSPORT OFFICE**
Street Address 2: **UNIT 31401, BOX 41**
City: **APO**
Country: **UNITED STATES**
State: **AE – AF EUROPE**
Zip Code: **09630**
 - If applicant is under age 16, enter “In care of the parent”, otherwise leave blank.
 - Is your permanent address? Click “NO”
 - Enter your permanent or CMR address. The passport will be mailed to our office.
5. Prefer Method of Communication: Make a selection: Mail, Email, or Both
6. Your Email Address: Enter a valid email address twice
7. Your phone number: Do not enter dashes (numbers only). Click “Next”
8. Travel Plans: If there are no anticipated travel plans click on “Next” 9. Who should we contact in case of emergency? Enter all fields. Click “Next”
10. Your Most Recent Passport:
 - Click “NONE” since you have never been previously issued a TOURIST passport (adults).
Select “NONE” if you currently have an official or no-fee passport but never had a tourist passport book or card.
You must bring the official/no-fee passport with you to your appointment. Click “Next”.
11. Applicant’s Parent & Spouse Information:
 - When entering Mother’s information, the mother’s maiden name must be entered.
12. Spouse of Applicant:
 - If the applicant is married or previously married, enter spouse or former spouse’s information. Click “Next”.
13. List all other names you have used:
 - List any previous names you have used. You must bring in documentation for all previous legal names used such as marriage, divorce or adoption decree. Click “Next”
14. Personal Application Review. Review your document and ensure all information is accurate. Edit the fields if necessary. Click “Next”
15. Passports Products and Fees
 - Click on “Passport Book”. Do not select any expedited services because it is not offered overseas. Click “Next”
16. Print Your Forms:
 - Checkmark “I have read and acknowledge the steps and information contained above”. Click on “Print Form”

Printing Notes:

Print on SINGLE-SIDED Paper. Double-sided forms are not accepted

Make sure the barcode appears on the upper left corner of Page 1 on form DS-11.

DO NOT SIGN – All applications must be signed in front of the Passport Agent.